

Department of Workforce Services (DWS) Response Regarding Incentive Award  
Information

January 2017

Staff in the Office of the Legislative Fiscal Analyst reviewed FY 2016 incentive awards, service awards, and special bonus pay at DWS and asked DWS to explain the following.

1. What are your policies for granting incentive awards?

[Please see the attached pdf documents for applicable DWS admin policy. The policies that were effective for USOR during FY2016 are also attached.](#)

2. How much of the spending was from the General or Education Fund (by appropriation unit)?

Appr Unit	GF/EF Amount
NJA	-
NJD	15,711.29
NJE	188.91
NJL	359.00
NJP	100,644.51
NJT	258.28
NJU	636.43
NKA	7,814.45
NLA	2,910.46
NLJ	321.60
NSA	-
NSC	-
NSE	-
NSF	-
NSG	-
NSH	-
NSN	-
PBA	6,143.95
PBB	63.60
PBC	5,835.00
PBD	-
PBE	1,457.75
PBF	-
	142,345.23

3. What is “special bonus pay” and what are the policies to grant it?

The Legislature provided funding during the 2015 General Session (for FY 2016) equivalent to a 2.25% general increase for eligible state employees. The 2.25% salary increase was administered as a general increase to employees who met certain eligibility criteria. The general increase functioned similar to a COLA; however, no adjustments were made to salary ranges.

Eligible employees who were at the maximum of the salary range, above the maximum, or in longevity received a one-time bonus equivalent to the calculation of a 2.25% yearly salary increase.

Employees who were less than 2.25% away from the maximum of the salary range received an increase to take them to the maximum of the salary range and the difference was given in the form of a one-time bonus, for a total increase equal to 2.25%

These one-time bonuses were categorized as “special bonus pay” by State Finance.